
**HEALTHY FAMILIES AND
MEDI-CAL FOR FAMILIES PROGRAMS
INVITATION TO PARTICIPATE**



February 18, 2005

<EE Name>

Attn: <Authorized Contact>/<Referral Contact>

<Mailing Address>

<City> CA <Zip>

Dear <EE Name>:

Thank you for your interest in assisting potential Healthy Families and Medi-Cal participants in filling out their applications. The Healthy Families and Medi-Cal for Families Programs will be resuming its reimbursements to Enrollment Entities (EE) pending budget approval. You are receiving this letter because at one time you were an active EE or you recently inquired about becoming an EE.

Enclosed with this letter is an Invitation to Participate (ITP) application which all EE's must fill out, sign, and submit as soon as possible in order to continue as an eligible EE or to be enrolled as a new EE. It is very important that you include a W-9 (attached) form with your ITP so that we can process your application. An ITP that is missing a W-9 will cause delay in approving your re-registration.

The Healthy Families and Medi-Cal for Families Programs will continue to provide the following support for all Enrollment Entities and Certified Application Assistants (CAAs):

- Provide information regarding the Invitation to Participate (ITP) registration form.
- Process all incoming ITP's and maintain changes in the EE/CAA database.
- Direct potential CAA's to trainings by way of the NEW web-based CAA training.
- Provide CAA's with basic information on income calculation, family composition, and basic eligibility information.

Enrollment Entities may contact the "EE/CAA Help Line" for any other inquiries at 1-800-279-5012 or e-mail us at ee-caaliation@maximus.com. The staff is available to assist Monday through Friday from 8:30 a.m. – 5:00 p.m. excluding holidays. EE's or CAAs can also visit the Healthy Families Website at www.healthyfamilies.ca.gov.

To update or enroll your EE information, please fill out all forms enclosed and sign them. You can then return them by mail to the address listed below. For each CAA identified in the ITP we must have a signed CAA agreement attached. Please send any additional correspondence to the address below.

The Healthy Families and Medi-Cal for Families Programs would like to express our sincerest appreciation and thanks for all your hard work and efforts in assisting families step by step through the application.

Sincerely,

Healthy Families and Medi-Cal for Families Programs

**Please mail all correspondence to: Healthy Families: EE/CAA Liaisons
625 Coolidge Dr, Folsom, CA 95630**